

Retention and Classification Report

Agency: Kane County (Utah). County Clerk (1479)

Kane County Courthouse
76 North Main Street
Kanab, UT 84741
644-2551

Records Officer Karla Johnson

23491	Marriage license record book
83800	Marriage licenses

AGENCY: Kane County (Utah). County Clerk

SERIES: 23491

3

TITLE: Marriage license record book

DATES: 1901-1966

ARRANGEMENT: Chronological by filing date

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 12/27/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Kane County (Utah). County Clerk

SERIES: 23491

TITLE: Marriage license record book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kane County (Utah). County Clerk

SERIES: 83800

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Kane County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 12/27/2000

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Kane County (Utah). County Clerk

SERIES: 83800

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public